

CAMP DAILY CONTROL BOOK

CAMPING SERVICE

CHICAGO COUNCIL, BOY SCOUTS OF AMERICA



FOR

CAMP DIRECTORS

ADMINISTRATION DIRECTORS

COORDINATORS

Prepared especially for

Stephen Horvath

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Owasippe Scout Camps
(100-53)

1953
CAMP DAILY CONTROL BOOKINDEX

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1953
CAMP DAILY CONTROL BOOK

A Check Work Sheet for Camp Directors, Administration Directors and Coordinators.

Special Note: Before making any changes consider how it will effect the other camps.

When in doubt - see the RIGHT MAN FOR THE RIGHT ANSWER

Interpretations of policies and personnel problems
Administration and Maintenance
Program - Out of Camp trips involving transportation
Supplies (other than program)
Medical Officer
Bookkeeping
Clerical
Post Office

Conley
Cain
Pegel - D. Johnson
Thompson-Dwyer

Mrs. Pegel

The Local Camp Director shall be responsible for the general over all operation of his Camp - specifically he is responsible for the Resident Staff - time off - on time - on the job - Program supplies (from Pegel). A functioning director is a stimulator or purposeful enterprises from which will result the development of desirable attitudes, skills, knowledge, ideals and habits for his entire camp personnel.

The Local Camp Administration Director to fill the Director's place in the event of a brief or prolonged absence. He is responsible for the proper operation of Clerical, Store, Commissary, Kitchen and Quartermaster departments. Checks all requisitions other than program. He is further responsible to see that the camp is properly equipped to function properly so that the program can happen .

During odd number years make Volunteer Leader Study each period (Form 135)
During even number years make Scout Age, Rank, Season Study each period (Form 223)

The Coordinator is directly responsible to see that the program happens in Camp, working closely with Volunteer Troop Leaders and the Resident Staff, with special stress on Aquatic Staff and Ranger Departments. In extreme emergency, he shall fill the Director and Administrator's places when both are absent from camp. In Chicago he shall hold a series of meetings for charting the Troops' programs for camp and the physical requirement of each Troop, campsites, etc. It is a MUST that these plans be in the hands of his Camp Director TWO WEEKS prior to the opening date of his encampment.

NOTE: 1. As a general rule the number one and number two man of any department shall not be out of camp at the same time.

2. Make use of Program Staff Abilities - F. 180

TYPICAL SCHEDULE OUTLINES

<u>WEEK DAYS</u>		<u>SUNDAYS</u>			
<u>ALL CAMPS</u>		<u>OWASIPPE LAKE CAMPS</u>		<u>BIG BLUE CAMPS</u>	
Reveille	7:30 A.M.	Reveille	7:00 A.M.	Reveille	7:00 A.M.
Breakfast	8:00 A.M.	Church Call	7:40 A.M.	Breakfast	8:00 A.M.
Morning Activities	9:15 A.M.	Church	8:00 A.M.	Camp Inspection by Camp Director and Health Officer	9:00 A.M.
Lunch	12:15 P.M.	Breakfast	9:00 A.M.		
Rest Hour	1:00 P.M.	Camp Inspection by Director and Health Officer		Church Call	10:00 A.M.
Afternoon Activities	2:00 P.M.		10:00 A.M.	Church	10:15 A.M.
Retreat	5:45 P.M.	Dinner	1:00 P.M.	Dinner	1:00 P.M.
Supper	6:00 P.M.	Rest Hour	1:45 P.M.	Rest Hour	1:45 P.M.
Twilight Activities	7:00 P.M.	Afternoon Activities	2:45 P.M.	Afternoon Activities	2:45 P.M.
Taps	10:00 P.M.	Supper	6:00 P.M.	Supper	6:00 P.M.
		Taps	10:00 P.M.	Taps	10:00 P.M.

SCHEDULE LIST OF BUGLE CALLS
(Note: See Special Sunday Schedule)

<u>Time</u>	<u>Call</u>	<u>What Takes Place</u>
7:20 A.M.	Early Mass	7:10 A.M. - night guard to awaken Catholic boys desiring to go to Mass
7:30	Reveille	Assigned Troop raises the flag. Wash, dress, air blankets, brush teeth.
7:45	Waiter's call	Lone Troop sites get their food from dining hall - waiters report to dining hall. Set up for breakfast.
7:55	First Call	Leave campsite for dining hall
8:00	Mess Call	Breakfast - after breakfast clean up campsite area.
9:15	Attention	First period of instruction in Aquatics by Troops First period of instruction in Ranger activities in Troop sites
10:00	Attention	2nd period of instruction in Aquatics by Troops 2nd period of instruction in Ranger Activities in Troop sites
10:45	Attention	3rd period of instruction in Aquatics by Troops 3rd period of instruction in Ranger activities in Troop sites
12:00 noon	Waiter's call	Lone Troop Sites get their food from dining hall - waiters wash up, report to dining hall, prepare lunch set up. Other campers wash up for lunch
12:10 P.M.	First Call	Leave campsites for dining hall
12:35	Mess Call	Lunch
1:00		Quiet and rest period - letters home, sleep, or library
2:00	Attention	4th period of instruction in Aquatics by Troops 4th period of instruction in Ranger activities in Troop sites
2:45	Attention	5th period of instruction in Aquatics by Troops 5th period of instruction in Ranger activities in Troop sites
3:25	Swim Call	1st General swimming period
4:10	Swim Call	2nd General swimming period
5:00		Life Guard Swim
5:40	Waiter's call	Lone Troop sites get their food from dining hall. Waiters wash up, report to dining hall, prepare supper setup.
5:45	Retreat to the colors	Informal - Troop assigned. Formal - requires assembly at 5:40 P.M. All Campers in uniform Change OD and OG
6:00	Mess Call	Supper
9:45	Call to Quarters	Report to Troop sites - clean teeth, get ready for bed
9:55	Tattoo	Get in bed
10:00	Taps	Lights out, a good camper is a quiet sleeper
At any time	Fire Call	See special bulletin for instructions Campers report to campsites, wait for orders A fire drill should be held early in each period.
At Special Times	Arrow Call	Arrow members to meet at designated place.

PLACES OF WORSHIP

I. Owasippe Lake Camps

Catholic Services

Confessions on Saturday, Saddle Bag Catholic chapel (Near Camp Beard) 1 to 2:00 P.M.

Daily Mass - 7:20 A.M. Catholic Chapel.

Sunday Mass - 8:00 A.M. Catholic Chapel.

HOLY DAY OF OBLIGATION

August 15th.

In case of rain, use Beard Dining Hall.

Christian Science Services

8:00 A.M. - Family Camp Recreation Room (rain or shine)

Jewish Services

Sunday, 8:00 A.M.

Outdoor Service Area near Camp West

In case of rain use Camp West Dining Hall

Protestant Services

Sunday, 8:00 A.M. Outdoor Chapel Area near Family Camp

In case of rain use Camp Stuart Dining Hall

II. Big Blue Lake Camps

Catholic Services

Confessions by arrangement

Sunday Mass - 10:15 A.M. Barrett

Wendell Lodge (rain or shine)

Holy Day of Obligation, August 15

Christian Science Service
by arrangement

Jewish Services

Sunday 10:15 A.M.

Blackhawk Craft Lodge or Wilderness

Factor's Cabin (rain or shine)

Protestant Services - Sunday 10:15 A.M.

Outdoor chapel area

In case of rain, use Blackhawk Dining Hall

Religious Contactmen - chosen by the Local Camp Director before the Scouts arrive at Camp. Send list of Contact men to Program Director at Owasippe Office so he can inform the Chaplains.

Duties of Religious Contact men

1. Make proper announcements of services and places of worship in the absence of the chaplain at your camp.
2. On Sunday, meet with Scouts of your faith and lead them to proper place of worship. Count number present at church, give information to the chaplain, he'll need it for his final report.
3. During the week - using church interested Scouts, two hour service and Arrow men to maintain places of worship, keeping them in repair, clean and attractive.
4. End of Season prepare a written report, sent to the Program Director at the Owasippe Office, in which you will include your evaluations and constructive criticisms of the religious organization here at Owasippe, as pertaining to your faith. Also, list obtainable suggestions for improvement.

Camp Director is responsible to see that all Staff, Volunteer Leaders, and Scouts attend church services on Sunday, the only exception is the Bed Patient in the Health Lodge (notify chaplain). We are obligated by the Twelfth part of the Scout Law and the direct wishes of the Camping Committee.

Be ready for Early Arrival Campers - have a place for them, fill out blue card, feeding, physical re-check, swim check, if without Adult Leader place them in charge of the Provisional Scoutmaster, hold him responsible. NOTE: Check Clerk's Manual for prices charged for each arrival. Let Leader, Scout and parent (if present) know about charge for early arrival.

7:20 A.M. Early Mass

7:30 A.M. Reveille - assigned Staff member to raise flag

8:00 A.M. Breakfast

Morning Local Camp Staff meeting - Things to be done before noon.

Activities

Camp Director Responsibility

- a. Head Ranger and one assistant to meet train at Lakewood Crossing at 1:30 P.M. to bring all Leaders and Campers to Dining Hall.
- b. Have all available automobiles at Lakewood Crossing to transport ill or crippled personnel to Camp
2. Assign Troop Guides to Troop - using Form 48 (Troop Guide's check list) Review procedures to follow. Time schedule for Health Lodge
3. Plan and arrange first night Arrow campfire (If Coordinator is in Camp have him assist you wherever possible)
 - a. Introduction of top Troop Volunteer Leaders
 - b. Introduction of Camp Service Departments (aquatic, commissary etc.) by stunts and skits, etc. Health Officer's pep talk (health and accident prevention)
 - c. Check Arrow's part of the campfire
 1. Check with Honors Master and ritual team
 2. Check ability of Arrow men using canoe
 3. Check availability of Arrow costumes
 - d. Check for "Old Timer" Troop to have honor of building the first campfire of the period (Troop Guides to follow thru)
4. Check on Troop Guides of the Troops who will be in charge of
 - a. "Retreat" tonight
 - b. NightGuards for tonight and other nights - Purpose
 1. Fire prevention
 2. Scouts going to the kybo, may get lost, lead them back to their tents, etc.
 3. Report unauthorized persons in Camp, to _____
 4. Report unnecessary disturbances, to _____
 5. Last duty tour awaken Catholic Scouts for early Mass - towel tied to bunkSuggest one or two hours duty tours by buddies carrying a lighted kerosene lantern or flashlights
 - c. Reveille, tomorrow morningAdult with proper "know how" must supervise cannon firing

5. Troop campfire program tomorrow night.

- a. Order marshmallows for the Troops from Program Director by the case (4 to 6 marshmallows per person - 16 to $\frac{1}{4}$ lb. - 64 to a 1 lb. pkg.)
- b. Resident Staff's participation for Troop that ask for or need help
 - 1. by Troop Guide
 - 2. by other Staff

6. Check on O.D. or Camp Office Orderly - DUTY MUST NOT BE OF PERSONAL NATURE

Administration Director's Responsibility

Check - see that it is done - follow thru until it is done - before the Scouts arrive

OK 1. Aquatic Department - in charge of Aquatic Director

- F.192
- a. Set up ready to go, forms, Buddy tags, India ink, pen, ready for swim ability testings, if need be ready to check first canoe trip out.

See Aquatic Manual for check list.

2. Camp Office - in charge of Clerk

- a. Office set up - ready to go, phone working
- b. Forms for all departments, pencils, etc.
- c. Follow up first canoe trip out

3. Commissary Department - in charge of Head Cook and Steward

- get cool dishes
- a. Kitchen set up - ready to go, food supplies, utensils, etc.
 - b. Dining hall set up, clean, ready and supplied for proper feeding
 - c. Dishwashing platform ready - HOTWATER - soap, etc.
 - d. Food for Leader's Meeting tonight.

4. Medical and Health Lodge - in charge of Health Officer

- a. Set up ready for bed patients and physical examination re-checks
- b. Health Officer's 10 minute pep talk - Health and Accident prevention to be given at the Campfire tonight.

5. Quartermaster Department - in charge of Quartermaster

- a. Troop sites ready - brooms, buckets, lanterns filled, wicks trimmed, etc.
- b. All available Coleman lanterns serviced and ready to light in case of electric power failure
- c. All containers painted (proper color) "red for gasoline", etc.

6. Ranger Department - in charge of Head Ranger

- a. Department set up - ready to go- all gear painted with camp name and identifying color - hike foods - etc.
- b. Ready for first canoe trip going out - food, gear, canoe ability review, etc.

See Ranger Manual

7. Store - in charge of Storekeeper

OK

- a. Properly stocked and inventoried, price list posted, store hours posted, be sure of stamps, postal cards and writing materials.

11:30 A.M. LUNCH - Note early hour

1:30 P.M. Campers arrival at Lakewood Crossing by train

Camp Director's responsibility

1. Have all available automobiles at the Crossing to transport any ill or crippled personnel to Camp.
2. Transport Head Ranger and one Assistant to Crossing
 - a. Owasippe Lake Rangers
 1. to assign four husky, willing Scouts from the train for "baggage detail" to watch baggage and assist truck driver
 2. line up Scouts, by Troops, behind respective camp signs
 3. lead their campers to the dining hall - use yellow trail
 - b. Blue Lake Rangers
 1. to assign four husky, willing Scouts from the train for "baggage detail" to watch baggage and assist truck driver
 2. line up Scouts, by Troops, behind respective camp signs
 3. ask driver what his truck's capacity is
 4. lead Scouts into personnel trucks, insist upon adult Leaders riding in back of truck with the Scouts and one in cab
 5. Head Ranger to wait for last truck
 6. Have stories or games ready, or explain "O" book while waiting for trucks
 7. Direct Leaders to take Scouts to dining hall as soon as they reach Camp.

Campers' arrival at dining hall at each Camp.

Administration Director's responsible

1. Coordinator and Troop Guides at dining hall ready for duty.
2. Assign campers to tables, by Troops (Suggest signs with Troop Numbers on them being placed on the tables) and Troop Guide also at the proper tables.
3. Fill out Blue Information Cards - don't let them out of dining hall - Very Important
 - a. Announce
 1. Prompt attention to bugle calls
 2. Tell where to find your baggage
 3. Save baggage tags, tie to foot of bunk for identification
 4. Briefly tell about Troop Guide Plan
 - b. Distribute waiters and dishwashers assignment sheets F. 181. Leader to assign experienced campers for first three meals.
 - c. Start two "Old Timer Troops" to Health Lodge for health check up examination by Health Officer. Each camper carrying his Health Record - Troop Guide to assist. (the rest of the Troops should dress for swimming (shoes, swim trunks and towel) before going to Health Lodge for check up).
 - d. From Health Lodge the Troops should go to the waterfront for swim ability tests. Led by their Leaders and the Troop Guide.
4. Troops at their campsites - Troop Guide using Form #48 as check list, follow thru then return properly filled in and signed Form 48 to your Camp Director when job is completed.
5. Wash up for supper

(Suggestion - Announcements may get too long and too many. At times it may be wise to type out various notices and hand them to the Troop Leader at meal time with a "pat on the back" or an inquiry as to how things are going).

6:00 P.M. SUPPER - Camp Director's responsibility

Grace led by _____ (See suggested list
(If a chaplain is present, ask him to _____ of approved graces)
return thanks)

Announce

1. Check table manners through table leaders - suggest Leaders serving.
2. Time and place of Arrow campfire
3. Distribute or announce (all staff meeting after taps. Bring Leader's Troop Handbook and Troop Program).

4. Introduce cooks - very important
5. Introduce Troop Leaders now or at the campfire
6. Daily mass at Saddle Bag Cabin - 7:20 A.M. sharp
7. Steward or Headwaiter explain dishwashing technique
8. All water buckets to be kept filled with water in case of fire.
9. Songs - Suggest a welcome song by staff

Song _____ led by _____

Song _____ led by _____

Camp Director or Coordinator shall personally see that all songs meet requirements of good Scouting

7:15 P.M. Troop Guides back on job

1. Continue health check-up by Troops
2. Make beds - roll them up at head of cot - until ready for use
3. Get report on unclaimed or misplaced baggage - after checking your local camp thoroughly, call Owasippe Office. Give description, how tagged, name, Troop number, Camp and how sent to Camp, (express, parcel post, or train, when last seen), deal thru Administration Director at local camp. If baggage is not found, arrange to loan blankets.
4. Check filled water buckets - as a fire protection - Important

Call Program Director at Owasippe Office about canoe trips going out tomorrow. Arrangements should have been made in Chicago and relayed to Camp two weeks previous.

9:00 P.M.

~~8:00 P.M.~~

Arrow campfire - Camp Director responsible, Coordinator assisting

- a. One for new arrivals
- b. One for stayovers (Provisional Scoutmaster in charge)

1. Introduction of resident staff as planned by skits and stunts
2. Doctor's pep talk, "Health & Accident Prevention"
3. Introduction of Volunteer Leaders if not done at supper
4. Songs

_____ led by _____

_____ led by _____

_____ led by _____

Keep all songs Scout-like. Check them - it is hard to stop them after they are started.

5. Order Ritual symbolizing Arrow standards. If canoe is used, CHECK ABILITY OF THOSE USING CANOES
6. ~~Announce early risers meet at flagpole for special adventure walk. Rangers in charge~~
7. Return to Troop site in orderly manner - use Bed Check

(Mr. Administration Director, is the total population on the bed check equal to the total population of the Clerk's?)

10:00 P.M. Taps

Note: Coordinator tours the camp to see if everything is O.K.
Administration Director and Camp Director to be at their tent
or Camp Office in case of emergencies - work out plans for
tomorrow. Check on Troop Guide Sheets see if job is done.

Notes: _____

10:15 P.M. Troop Scouters' Meeting - Camp Director in charge
Junior Troop Leaders in charge of Troop sites - assisted by Troop
Guides.

1. Bed check - explain how - importance of
2. In town and checking out of camp
3. Smoking - when and where - why
4. Family camp arrangements
5. Population checks
6. Questions - ask the right man to get the right answer - who are they in your Camp?
7. Snack
8. Read or briefly review new Advancement Committee Instructions
9. Check Troop in charge of reveille - Troop _____
10. Some adult (with the know how) to instruction and supervise firing of cannon
11. Fill in Master Chart, the Troops not scheduled for canoe trips, food, etc. - hikes - camp service details.
12. Volunteer Leader Study needed for 1953.

SECOND DAY - TUESDAY

6:30 Early Risers - Special Exploration Hikes led by Rangers

7:20 Early Mass - night guard to awaken Catholic boys going to Mass (Catholic Contact men please check)

7:30 Reveille - designated Troop in charge of flag raising - Troop guides to follow up - Troop _____

8:00 Breakfast - in charge of Coordinator

1. Grace led by _____ (See suggested list of approved graces)
2. Honors Master to explain last night Arrow Ceremony - also how to become an Arrow member through service.

3. Explain Open House visitation by Troops under their adult Troop leadership.

Station to Station Plan for those not completed

- a. Health Lodge - health check up by medical officer. All campers and staff to receive card F. 208 for swimming (Suggest campers dressed in shoes, swimming trunks, and towel).
- b. Waterfront - see Aquatic Manual
 - 1. Canoe trip requirements (50 yards for White River - other rivers call for 100 yards. Pine River Canoe Trip for Senior Scouts only. Leadership and canoe handling, ability by Ranger, at a canoe camp.
 - 2. Use of Lone Troop swim area (Eight Defense Plan) demonstration by Aquatic Director or assistant
 - 3. Sailing equipment for Senior Scouts (See Owasippe Sailing Manual and Aquatic Manual for requirements)
- c. Ranger Station - See Ranger Manual
 - 1. Have a live and interesting exhibit and demonstrations such as ways of using a pack cloth as a tent or sleeping bag.
Have a canoe camp set up
How to use pack cloth as a pack - how to fold it, etc.
Actually how to clean pots and pans with sand, etc.
Nature Lore - ant lions, sassafras tea, poison ivy, etc.
Display of trail food packets
Show some cooking
 - 2. Explain Ranger Program and Schedule
 - a. Ranger - Quartermaster
 - b. Ranger - Factor
 - c. Ordering food for hikes and canoe trips 48 hours for regular meals
 - d. Hike equipment loans, care of, cleaning
In on time so another Troop can use them
Paying for lost or damaged articles - We mean this
- d. Dining Hall and Dishwashing platform
 - 1. Demonstration on the Owasippe Way (actually show them)
 - 2. No silverware in pitchers, etc. (see Commissary Manual)
- e. Trading Post
Explain -
 - a. Store hours (ask Mr. Ed Cain)
 - b. Mail delivery, special delivery & insured mail
 - c. How to get your mail - when to get mail - outgoing mail deadline
See Clerk's Manual

Announce

Aquatic demonstration (Aquatic Director)

Explain reason for it - no fatal water accidents at Owasippe to date
Dining Hall clean up after demonstration.

8:45 Aquatic Demonstration - use staff, "Old Timers", and Life Guards

9:30 Open House - station to station plan by Troops.
(Keep it active and interesting - remember never a dull moment at Owasippe)

12:15 Lunch - in charge of Coordinator

1. Grace led by _____ See suggested list of graces

2. Announcements:

- Rest Hour -
Keep out
Ranger
Dent*
- a. Respect neighbor's property - damage must be paid for
It comes out of your camp fees. Loss of prestige for the camps.
 - b. Shower schedule and reason (Administration Director)
(If your hotwater plant can stand it and you will have
plenty of hotwater for kitchen and dishwashing, staff
may shower as you, as Director, see fit)
 - c. Paper in garbage cans make it unfit for the pigs (Headwaiter)
 - d. Medical Officer - reason for quiet hour
 - e. Troop Leader's Meeting - 2:00 P.M. Bring Plan book
Camp Director and Coordinator in charge
 - f. Explain camp traditions and customs - Hill-billy tradition -
coordinator. Candy wrappers, share the wealth plan - Coordinator

3. Songs: _____ led by _____

_____ led by _____

_____ led by _____
Are they good Scouting songs? Check them.

1:00 Quiet Hour - Staff and Campers

2:00 Troop Leaders - Aquatic Director - Head Ranger - Meeting
Camp Director and Coordinator in charge

- 1. Explanation of resident and volunteer staff relationship - Why we
are here.
- 2. Bed check - its important
- 3. Staff and Scout smoking - firearms, liquor and leaving camp
- 4. Pre-breakfast program - what can be done.
- 5. Leaders with families at Family Camp.
 - a. Leader invited to Family camp lunch - Day _____
 - b. Families invited to Local Camp lunch on visitor's day _____
 - c. Swimming at Family Camp for Leaders who have a family there.
Bring buddy tags, walk over, do not take a boat or canoe -
they are for the Scouts.

6. Secure list of Leaders:
- Check Leader's information card F. 173
 - Check population - Troop number, etc. VERY IMPORTANT
 - Can the office assure the parents that certain boy arrived safely at Camp
 - Volunteer Leadership Study needed this year - Clerk's responsibility - supervised by Administration Director
7. Leaders leaving Camp.
- Importance of letting us know
 - Who is taking care of your Scouts
8. Explain campsite check up for Health and Safety
9. Camp details - necessity of
Details for tomorrow
10. Town list and its use
11. Troop Plan Book - its purpose and use (have your final Troop's Program ready for tomorrow)
12. Troop and Explorer Advancement Charts - its purpose and use.
13. Aquatic Director - re-emphasize Aquatic procedures because of use of Plan Book
- Troop swim - in camp and on hikes (Eight Defense Plan)
 - Use of Buddy Tags on Control Boards
 - Lone Troop practice area
 - Boating, swimming, canoeing schedules
 - Family camp when Leader's family is there - all aquatic rules hold
 - Troop Leaders part in "lost bathers" drill
 - Boat-canoe-sailing permits (Sailing equipment for qualified Senior Scouts only)
 - Swim meets for Sunday
14. Ranger
- Master hike chart and hike schedules
 - Hikes
 - Food - distribute F.42 and F.41. Troop Leaders part in Lost Boy Hunt. How to avoid lost boys.
 - 2nd and 1st Class Achievements - also Explorer rating achievements
 - Merit Badge achievements
 - Craft procedures
 - Distribute advancement charts - F. 34 one per Troop. Explain
 - How to check in and out of camp. We MUST know where all campers are in case of emergency telephone calls from parents, etc.
 - Canoe trips - review of requirements - 50 yarders for White River only. Canoe ability and review- leadership. Distribute canoe trip information F. 138 - 100 yarders and older campers for all other rivers and lakes. Pine River for Senior Scouts (14 years or older) only. Discuss F. 145 Canoe Trip Understandings.

15. Program for the period - Camp Director and Coordinator's responsibility. The Troop's program coordinated with the entire Camp's program, with use of the Leader's Plan Book.
 - a. Period major events
 - b. Troop service projects
 - c. What to do about fire drills in camp. Call for forest fire details (re: equipment to bring and how to dress)
Lost bather's drill
 - d. Stress the importance of Troop specialists
 - e. Merit Badge Counselor for camp badges - use them
 - f. Haunted house - NONE
 - g. Retreats - always observed - informal or formal
 - h. Camp honor society built on service. ORDER OF THE ARROW (Honors Master's responsibility)
 - i. Advisability of inter-Troop stand night (let's keep them Scout like)
 - j. Possible older camper's activities and trips - Pine River, three day hikes and sailing (let's remember, the specialist plan, etc)
16. Putting the Program across to your Troop
 - a. Suggest: Patrol Leader's meeting by Troop, before its evening campfire. Hit the high spots of this afternoon meeting
 - b. Troop campfire and meeting - presentation and discussion of Troop's Program and advancement opportunity for fun and adventure.

2:00 Exploration Hike and games for those Troops finished with Open House and Swim test. (Rangers responsibility to assist - when asked by Coordinator or Camp Director)

Night Guard - Troop _____

5:45 Informal retreat - in charge of Troop _____ Adult supervising cannon

6:00 Supper - grace led by _____

Announcements:

- a. Boating and canoeing by Troop schedule
- b. Use of knives and axes - spare our trees and our Scouts
Have Troop Leaders collect and keep for the Scouts if necessary
- c. Cooking demonstration for 2nd and 1st class cooking - use of Trail food packets - Merit Badge following meal (Ranger's responsibility)
- d. Wear shoes to and from swimming
- e. Songs _____ led by _____

_____ led by _____

_____ led by _____

Insist upon proper Scout songs

8:30 to 10:00 Troop Meeting and campfire - Troop Guides assisting

Completion of Program plans for the Troops - stunts - Order of the Arrow - Awards - Advancement - Project - Inter-Troop Games, etc.

Taps Bed Check

Note: A well functioning Camp depends upon being a step ahead of needs and demands - Here is a few items to check.

- OK 1. Trading Post (Store) properly supplied, stamps, post cards, etc.
(Administration Director)
- OK 2. Clerk prepared religious census, taken from information cards F. 173
(Administration Director)
3. Resident Staff time off schedule completed and working
 - a. One afternoon and evening per week except Aquatic men who shall have two twilight and evenings off per week
 - b. Top man of Camp or Department not to have time off at the same time as his first assistant. See special memo from Mr. Conley or Mr. Cain
- OK 4. Warn Clerk about collecting unpaid board fee, and early arrivals.
(Administration Director)
- ✓ 5. Procedure of collecting for telephone calls. (Administration Director)
6. How about a camp newspaper, Scouts could send it home as a meal ticket
(Coordinator)
7. Fire Drill - Where? When? - all water buckets filled. (Camp Director)
8. Check Health Lodge - condition of patients, reports to Owasippe Office
(Camp Director)
- OK 9. Check all staffmen, who counsel Merit Badges, they must use check list for Merit Badge Form 192 and understand its complete use - by order of Advancement Committee. (Administration Director)
- OK 10. Camp Clerks
On second day of each period the following report is to be made out and sent to the Program Director at the Owasippe Office, this is a MUST

Date _____ Period _____ Camp _____

Religious Census

Number of each (taken from General information card, F. 173)

Catholic _____ Christian Science _____

Jewish _____ Jewish Orthodox _____

Protestant _____

Signed _____
Camp Clerk

Camp _____

THIRD DAY - WEDNESDAY

Dead line for Canoe trip money

- 7:20 Early Mass - Catholic Contact men please check
- 7:30 Reveille - flag raising by Troop _____ or staffman _____
Lone Troopers get food
- 8:00 Breakfast - grace led by _____
See approved list of graces
- 9:15 Morning activities as scheduled by the Troops
- 12:15 Lunch - grace led by _____

Announcements:

1. Mail distribution by Troops. Each Troop to have a mail-man pick up Troop's mail. Where _____ (suggest adult leader)
at _____ P.M.
Note: Special delivery and insured mail sign for such mail at Local Camp office.

2. Meal ticket - letter home - tomorrow supper (Beard & Stuart)
Meal ticket - letter home - Friday supper (Other camps)
Trading Post will be open for stamps at _____

3. Songs: _____ led by _____
_____ led by _____
_____ led by _____
(Don't use trashy songs)

- 1:00 Quiet hour - all campers (letter writing, reading, resting, etc)
- 2:00 Afternoon activities as planned by Troops
Night guard - in charge of Troop _____
- 5:45 Retreat - in charge of Troop _____
- 6:00 Supper - grace led by _____

Announcements

1. Troop Leader to check up his own Troop tomorrow morning breakfast
 - a. air blankets
 - b. Personal cleanliness - clean teeth
 - c. Clean uniform for Sunday
2. Meal ticket letter home - tomorrow supper (Beard & Stuart)
Meal ticket letter home - Friday supper (for other camps)

3. Songs _____ led by _____
 _____ led by _____
 _____ led by _____

Twilight
 & evening
 Program

Troop planned

10:00

Taps - bed check - population check of Clerk (Administration Director)
 Has any boy left camp? It changes your population count.

Check List

1. Check Resident Staff, Quarter's clean, on time, on the job. Camp Director
2. Check cannon firing - adult with "know how". If cannon does not function properly, take it to Program Director immediately. We want no accidents. - Camp Director
3. Have you had a fire drill? If not, set time now - Camp Director
4. Order necessary program supplies from Owasippe Office - Camp Director
 Expect 24 hour service - if not delivered, check with Program Director - Camp Director
5. Canoe Trip Personnel Form 138b, get them in to Program Director at Owasippe Office for rest of period. - Coordinator
6. Check Clerks - Daily Returns correct - check forms needed for close of period. See that Clerks know use of Merit Badge Check List Form 192. - Administration Director
7. Check for Jewish Orthodox Troops, they may wish to hold religious service friday. (Notify Jewish Chaplain) - Coordinator
8. Warn Department Heads about breakage - clerks to collect - Administration Director
 See various price lists - Commissary & Quartermaster from Cain
 Program from Pegel
9. Check Honors Master - ready for Arrow meeting tomorrow - Camp Director
10. Leader's meeting - tomorrow night - Camp Director
11. Volunteer Leadership Study - Administration Director

Notes: _____

FOURTH DAY - THURSDAY

Before Reveille - bird walk (Rangers assigned _____) To meet where _____

7:20 Catholic boys to mass - via night guard and Catholic contact men to check

7:30 Reveille - Health inspection by Troop Leaders (Coordinators to check)
Flag raising by Troop _____

8:00 Breakfast - grace led by _____
Check Orthodox Jewish Troops

Announcements:

1. Meal ticket - letter home - today. Trading Post will be open for stamps at _____. Beard and Stuart only. Other camps tomorrow
2. Lost and found - Administration Director in charge

9:15 Morning activities - Troop planned

12:15 Lunch - Grace led by _____

Announcements:

1. All Arrow men - meeting 2:00 P.M. at _____
2. Songs _____ led by _____
_____ led by _____
_____ led by _____
Do they teach good Scouting?

1:00 Quiet hour - campers and staff

2:00 1. Arrow meeting - See schedule of dates from Owasippe Lodge
Honors master in charge

- a. Honors Master appoints Ordeal Committee - See _____
for arrangements
- b. Giving service to the Troops
- c. Special events for Old Timers
- d. Brotherhood meeting follows
- e. Honors master appoints Brotherhood committee - See _____
for arrangements.

2. Afternoon program as planned by the Troop
Night guard in charge of Troop _____

5:45 Retreat - in charge of Troop _____

6:00 Supper collect meal ticket at door of dining hall - (Beard & Stuart only)
Administration Director supervising. Grace led by _____

Announcements:

1. Medical Officer again puts over "keeping fit" pep talk.
2. Cutting trees at Owasippe
3. Letter home - West & Blackhawk for tomorrow supper.
4. Songs _____ led by _____

_____ led by _____

_____ led by _____

Twilight Boating and canoeing by schedule - short hikes - night games.

9:00 Inter-Troop Campfire or night games
Troop guides assist wherever possible

10:00 Taps - bed check

Star gazing by Troop (Ranger assigned _____)

Leader's meeting - Camp Director in charge - Coordinator and Administration Director assisting

- a. Train Scouters for Troop Board of Review
- b. Scouter's own - Troop and Camp problems
- c. Snack

Check List

1. Health Lodge - Bed Patient Report F. 76 O their condition - Camp Director
2. Floor show for Sunday noon meal - lots of visitors - Coordinators
3. Order or get watermelons for Aquatic Meet Sunday - Camp Director
4. Sunday Parking lot problems, service detail - Administration Director
5. Visitors feeding - get ruling from Owasippe Office - Administration Director
6. Know Aquatic Rules for visitors - assist Aquatic Director if need be - Camp Director
7. Check Staff who should be using Merit Badge Check List F. 192 - Administration Director.

Notes: _____

FIFTH DAY - FRIDAY

7:20 Early mass

7:30 Reveille - flag rising by Troop _____

8:00 Breakfast - grace led by _____

Announcements:

1. Clean uniforms for Sunday
2. Confession for Catholic Campers - where _____
3. Meal ticket (letter home) today for (Blackhawk - West - Wilderness)
Trading Post will be open for stamps at _____

9:15 Morning activities - Troop planned

12:15 Lunch - grace led by _____

Announcements:

1. Clean uniforms for Sunday
2. Songs _____ led by _____
_____ led by _____
_____ led by _____
Are they good and Scout like?

1:00 Quiet hour - all campers (letter writing - reading - resting - etc)

2:00 Afternoon activities as planned by Troops
Night Guard - Troop _____

5:45 Retreat - in charge of Troop _____

6:00 Supper - grace led by _____. Collect meal ticket at
door of dining hall for Blackhawk - West - Wilderness only - supervised
by Administration Director

Announcements:

1. Troop Leaders to check up his own Troop tomorrow morning before
breakfast
 - a. Air blankets
 - b. Personal cleanliness - including teeth
 - c. Clean uniforms for Sunday
 - d. Look for any unusual rash, cuts, bruises, athlete's foot, etc.
Have Scouts effected report to Health Officer
2. Songs: _____ led by _____
_____ led by _____
_____ led by _____

Twilight According to Troop plans ... short hikes, night games, boating and canoes, Troop guides to assist, or camp-wide activities agreed upon in advance in Leader's Meeting.

10:00 Taps - bad check

Star gazing by Troops - Ranger assisting

Check List

1. Time off of Staff - See that they take it. - Camp Director
2. Religious Contactmen - so they will be on the job Sunday - Camp Director
3. All Staff - all Leaders, all Scouts at church Sunday - Camp Director
4. Program for Sunday all set - Coordinator
5. All Merit Badge Counselors and staff using F. 192 (Check List for Merit Badges) Does Clerk know how to use them - Administration Director
6. Are Store supplies sufficient for the weekend? - Administration Director
7. If Owasippe Office okays feeding a certain number of visitors, does Clerk know how to sell Visitors Meal Tickets? Don't short the Scouts on food by over selling - Administration Director
8. Clerk having any unpaid board bills - phone calls, etc. - Administration Director
9. Collection of fees for broken equipment, do it now. - Administration Director.

Notes:

SIXTH DAY - SATURDAY

Before Reveille - Bird Walk

7:20 Early Mass

7:30 Reveille

Health inspection by Troop Leaders. (Suggest spot checking by
Camp Director, Administration Director and Coordinators each taking
one third of the campsites).
Flag raising by Troop _____. Adult supervising cannon firing

7:45 Lone Troopers get food

8:00 Breakfast - Grace led by _____
See suggested list of approved graces

Announcements:

1. Clean uniforms for Sunday
2. Troop aquatic meet tomorrow

9:15 Morning activities

12:15 Lunch - grace led by _____

Announcements:

1. Church services - time and place to meet - each camp going in a
group led by religious contactmen (see page one)
2. Troop aquatic meet tomorrow

3. Songs: _____ led by _____
_____ led by _____
_____ led by _____
Do they teach good Scouting?

1:00 Quiet Hour - Campers and staff

2:00 Afternoon program as planned by the Troop

Night guard - Troop _____

5:45 Retreat - in charge of Troop _____

6:00 Supper - Grace led by _____

Troop aquatic meet entries passed out and collected by Aquatic Director

Announcements: - Supper

1. Church services - time and where to meet - BE ON TIME

- a. Catholic boys meet at _____ led by Mr. _____
- b. Christian Science boys meet at _____ led by Mr. _____
- c. Jewish boys meet at _____ led by Mr. _____
- d. Protestant boys meet at _____ led by Mr. _____

2. Songs: _____ led by _____
- _____ led by _____
- _____ led by _____
- Scout like?

9:00 Inter-Troop campfires or night games
Troop guides assist wherever asked

10:00 Taps - star gazing ,etc. - bed check

Check List

- 1. Know condition of patients in Health Lodge - Camp Director
- 2. Floor Show - Coordinator
- 3. Parking Lot Detail - Administration Director
- 4. Welcoming committee to help visitors find their boy
Suggest Arrow men - Administration Director
- 5. Know procedure of boys asking leave with their parents
for a few hours or going home. How to check out. Be
sure Troop Leader knows about it. - Camp Director
- 6. By spoken word or typed message warn table leaders about
table manners. - Camp Director

Notes: _____

SEVENTH DAY - SUNDAY - See schedule on page 1, everybody should be in Camp on Sunday till noon. Possible exception, Orthodox Jewish Troops.

- 7:00 Reveille - Flag raising by Troop _____ or Staff man _____
- 7:40 Church call - Campers to form at designated places and go immediately in a group to places of worship - religious contact men in charge
BE ON TIME
- 8:00 Church - Everybody - campers, leaders including staff at church
Camp Director, Administration, and Coordinator check staff row and campsites
- 9:00 Breakfast - grace led by _____
(Special one for Sunday)

Announcements:

1. Camp and health inspection by Camp Director and Medical Officer
2. Visitor's day - conduct and swim rules for visitors - meals for visitors - check with Owasippe Office
3. Troop aquatic meet - events for everybody

- | | |
|-----------------|-------------------|
| a. non-swimmers | e. canoeists |
| b. beginners | f. rowing |
| c. swimmers | g. a Patrol event |
| d. life savers | h. a Troop event |

Pass out entry blanks - have Troop Leaders fill out - collect entry blanks - if not already done.

4. No mail today
5. Canoe trippers to eat early (if possible) notify Program Department at Owasippe Office

- 1:00 Lunch - Grace led by _____ (special one for Sunday)

1. Recognize visitors
2. Floor show
3. Songs (Welcome or Hello songs)

_____ led by _____

_____ led by _____

_____ led by _____

4. Special attractions

Announcements:

1. Formal retreat (everybody in uniform) (If Unit Leaders desire it)
2. Aquatic meet - something for everyone's ability - time _____

Quiet Hour

Afternoon Activities

1. Aquatic meet by Troops
2. General swim

5:30 Retreat - formal

Night guard - Troop _____

6:00 Supper - grace led by _____ (Special one for Sunday)

Announcements:

1. Clean up parking lot detail
2. Special recognition for the aquatic champs by Troops and Patrols not by individuals

3. Songs: _____ led by _____

_____ led by _____

4. _____ led by _____
Medical officer again stresses "Keeping fit".

Twilight Troop planned activities or staff stunt night or what have you
Morale will be low after "Ma & Pa" leave for home
Or, camp-wide activities - stunt night - radio show - are a few suggestions

10:00 Taps - Bed Check - Check carefully

Note: Keep medical officer on hand and on duty - look for stomach disturbances
You know parents

Check List

1. Health Lodge - Camp Director
2. Double check population - Administration Director
3. Troop or Unit Leaders' clearance meeting - coffee and - Camp Director - Coordinator
 - a. Next letter home by the Scouts - when and where to meet train (Camp newspaper would go good here)
 - b. Train stops at 92nd - 63rd and Grand Central Station, only
 - c. Advancement, Camp Honors, Projects - individual and Troop
 - d. Big Day or Scoutcraft meet for tomorrow - (If Leaders want it)
 - e. Develop possible list of Train Leaders - meeting to be held Thursday at 2:00 P.M. at Owasippe Office
 - f. Special appeal to Leaders to conserve all camp property
 - g. Questions, gripes, etc.
4. Possibility of Troops running the after meal program, songs, stunts, etc.
Must be checked by Coordinator very carefully - Keep it Scout like.

EIGHTH DAY - MONDAY

Before Reveille - Bird Walk - Ranger in charge

7:20 Early mass

7:30 Reveille - Flag raising by Troop

8:00 Breakfast - grace led by (use an older boy)

Announcements:

1. Lost and found
- 2.

9:15 Morning activities as planned by the Troop

12:15 Lunch - grace led by

Medical officer - follow up check from Sunday health check

Songs: led by

led by

led by

Do they teach good Scouting? Use older boys

Announcements:

- 1.
- 2.

1:00 Quiet hour

2:00 Afternoon Troop Planned Activities

Night guard - Troop

5:45 Retreat - Troop

6:00 Supper - Grace led by

Announcements:

1. Health inspection by Troop Leaders - blankets, teeth, etc.
2. Meal ticket - letter - tomorrow supper for Beard, Stuart only
3. Songs:

led by

led by

led by

Twilight Troop planned activities and demonstration by Rangers

10:00 Taps

Check List

1. Has any boy left camp - check population - Administration Director
2. Personal check on resident staff - on time - on job - cliques, etc. quarters clean - Camp Director
3. Save cardboard boxes for train lunches - supervised by Administration Director
4. Have Clerk check number of campers going home by train - Administration Director. Send report to Chief Clerk at the Owasippe Office.

Notes: _____

NINTH DAY - TUESDAY

Before Reveille - Bird walk by Troops - Rangers assisting

7:20 Early mass

7:30 Reveille - Flag raising by Troop

Health inspection by Troop Leaders

8:00 Breakfast - grace led by

Announcements:

1. Meal ticket - letter home - supper tonight - Beard, Stuart only
2. Trading Post open for stamps at
3. Explain to parents when and where to meet train

9:15 Troop planned activities

12:15 Lunch - Grace led by (See suggested list of approved graces)

Announcements:

1. Meal ticket - letters home - explain about train & station so parents can meet them. (Camp newspaper would go good here)
Tonight supper for Beard and Stuart only. Tomorrow supper for Blackhawk and Wilderness and West.

2.

3.

4. Songs: led by
led by
led by
Keep them Scout-like - use older boys or a Troop

1:00 Quiet Hour

2:00 Troop planned activities
Night guard - Troop

5:45 Retreat - Troop

6:00 Supper - grace led by

Special check on meal tickets - so parents can meet train. (Troops on hikes or canoe trips). Collect at dining hall door - Beard & Stuart.

Announcements:

1. Urge Advancement, Troop project (shot in the arm)
2. Troop Award
3. Medical officer again stresses "Keeping Fit" and fatigue
4. Meal ticket tomorrow supper, get stamps at _____
for Blackhawk, West and Wilderness.
5. Songs:

_____ led by _____

_____ led by _____

Twilight Troop planned activities

10:00 Taps

Check List

1. Store properly supplied - Administration Director
2. Prepare to spot check - Resident Staff - on job - on time - Camp
Director
3. Saving cardboard boxes for train lunch - Administration Director

TENTH DAY - WEDNESDAY

7:20 Early mass

7:30 Reveille - Troop _____

8:00 Breakfast - Grace led by _____

Announcements:

1. Meal ticket today - supper for Blackhawk, West and Wilderness
2. Trading Post open for stamps at _____
3. Lost and Found

9:15 Troop planned activities

12:15 Lunch - Grace led by _____

Announcements:

1. What to do about getting a Troop award
2. Advancement and Camp Honors - deadline noon Friday
3. Stay-over push - Post sign up list
4. Songs:

_____ led by _____

_____ led by _____

_____ led by _____

1:00 Quiet Hour

2:00 Troop planned activities

Night guard - Troop _____

5:45 Retreat - Troop _____

6:00 Supper - Grace led by _____

Special check on meal tickets (Troops on hikes or canoe trips)
Collect at dining hall door - Blackhawk, West, Wilderness only.

Announcements:

1. Has Troop service project been completed? Checked by Coordinators
2. Suggest: Troop meeting based on Patrol Leader going over with Scoutmaster as to each camper's needs for Advancement in rank, Camp Honors, etc.
3. Make up opportunity in Aquatic and Ranger activities
4. Stay-over list posted - campers to write in names
5. Songs:

_____ led by _____

_____ led by _____

_____ led by _____

Twilight Troop planned activities or camp-wide activity as planned by
Troop Leaders

Campfire Troop meeting - check on Scout's advancement - Camp Honors, etc.

10:00 Taps - bed check vs population report of Clerk - Administration Director

Notes:

ELEVENTH DAY - THURSDAY

7:20 Early Mass

7:30 Reveille - Flag raising Troop _____
Health inspection by Troop Leaders
a. Air blankets
b. Personal cleanliness - including teeth
c. Clean uniforms
d. Damp articles in suitcases, etc.

8:00 Breakfast - grace led by _____

Announcements:

1. Make up opportunity in Aquatic and Ranger activities
2. Stay-over push
- 3.

9:15 Troop planned activities

12:15 Lunch - Grace led by _____

Announcements:

1. Advancement and Camp Honors - deadline - noon Friday
- 2.
- 3.
4. Songs: _____ led by _____

_____ led by _____

_____ led by _____

1:00 Quiet Hour

2:00 Administration Director - Coordinators and train leaders meeting at
Owasippe Office (Be on time - quit on time)

Troop planned activities

Night Guard - Troop _____

5:45 Retreat Troop _____

6:00 Supper - grace led by _____

Announcements:

1. Stay-over push - personal approach by all Staff - Camp Director
to complete additional Merit Badges, etc.
2. Troop Leaders meeting so every boy is familiar with end of
period procedures. Called for after taps tonight
- 3.
4. Songs: _____ led by _____

_____ led by _____

_____ led by _____

Twilight Troop planned activities

10:00 Taps - bed check

1. After Taps - Leaders' Meeting - Camp Director, Administration Director, Coordinator
 - a. Closing camp period procedures and schedule
 - b. Conserve camp property and equipment
 - c. Advancement dead line (Friday noon)
 - d. Lost and Found check
 - e. Types of Awards Campfire (Central - Troop - or both)
 - f. Leader's Family Camp baggage
 - g. Clean canteens filled with clean drinking water for the train trip

(See Special Bulletin given out at Owasippe Office Train Leaders Meeting)
2. Plans for making train lunches - special bulletin from Owasippe Office - Administration Director
3. Explain what Unit Leaders are to do with Merit Badge Certificate - see Advancement Committee regulations - Camp Director

*Lost and Found
Troop Awards
0 Books*

TWELFTH DAY - FRIDAY

7:20 Early mass

7:30 Reveille - Flag raising by Troop _____

8:00 Breakfast - Grace led by _____

Announcements:

1. Advancement and Camp Honors - deadline noon today
See Advancement Committee Instructions
2. Last push for stay-overs
3. Lost and found

9:15 Troop planned activities

12:15 Lunch - Grace led by _____

Announcements:

- 1.
- 2.
- 3.
4. Songs: _____ led by _____
_____ led by _____
_____ led by _____

1:00 Quiet hour

2:00 Troop planned activities
Recreational swimming
Boating and canoeing

5:45 Retreat - Troop _____

Night guard - Troop _____
Extra strong and active to prevent horse play and damages - use Staff

6:00 Supper - Grace led by _____
(Special grace pertaining to closing of Camp)

Announcements:

1. Troop award campfires - Troop guides to assist - various plans
2. Special appeal by Administration Director to conserve Owasippe equipment, tents, cots, lanterns, Ranger equipment.
3. Departure day's schedule - bring baggage to loading zone properly packed and tagged, etc. See special bulletin from Owasippe Office given out at Train Leader's meeting at 2:00 on Thursday.
4. Clean canteens filled with drinking water for train trip
5. Songs:

_____ led by _____
_____ led by _____
_____ led by _____

Twilight

Troop planned activities

Awards campfire - by entire camp or by Troops or both

10:00

Taps - bed check

Note: Administration Director to have four husky willing baggage helpers. They are to eat early.

Making train lunches - Attention to proper packing
Using paper boxes saved for the purpose, marked by Camp and Troop number.

Note: 1. Bring baggage to loading center of each Camp on way to breakfast

- a. Check proper packing - staffman to assist _____
- b. Have binders twine and baggage tags.
- c. Trunks marked for 92nd - 63rd and Grand Central station
- d. Four willing, husky baggage helpers to eat early

2. Family camp baggage will be placed with the baggage of the camp the Troop Leader is with: (must be properly tagged, Beard, Stuart, etc.)

3. See special bulletin of departure schedule given out at meeting.

THIRTEENTH DAY - SATURDAY

6:00 Reveille - Flag raising by Troop _____

6:15 Early mass

7:00 Breakfast - Grace led by _____
(Proper closing camp grace)

Announcements:

1. Returning of Owasippe Quartermaster equipment or pay for same - Administration Director
2. Return of Ranger equipment or pay for same - Administration Director
3. Baggage detail - Administration Director
4. Departing short talk by Camp Director - achievement, etc.
5. Canteens cleaned and filled with fresh water for train
6. Stayover activity in charge of Mr. _____

8:00 Last day inspection - a Scout is clean - leave a clean campsite for your brother Scouts who are coming in.

Inspection by Camp Director and Coordinator with Troop Leaders - as inspection is finished move Troop to central meeting place - report to Head Ranger. Give Troop leaders transportation orders - Administration Director.

8:45 Owasippe campers hike to train led by Head Ranger, an Assistant bringing up the rear. Use yellow trail.

Blue Lake Campers hauled to train by trucks (See Schedule) Head Ranger in first truck - Administration Director to check loading. Assistant Ranger in last truck - report to Program Director that all are at the Landing.

At train landing - Lakewood crossing - Camp Director, Head Ranger and Coordinator in charge of their campers.

1. Lead Scouts in rear of proper camp sign
2. No one to board train until signal is given by Mr. Pegel
3. Load by sending a few Scouts at a time. Walk to pick up baggage - carry on to train. Use all doors marked in chalk for your camp. Help the little fellows.
4. Keep all windows closed or air condition system won't work
5. Car leaders see that train lunches are aboard. Check for lost articles.
6. When all Scouts and Leaders are aboard close coach doors.

10:30 After train leaves - clean up loading area used by your Camp.
Head Ranger responsible.

After being checked out return to Camp. Work on camp reports.

Clean and repair equipment.

Stayover feeding at _____

12:15 Lunch - Grace led by _____

Announcements

1. Stayover activities - in charge of Mr. _____
2. Finish reports and turn them into Administration Director for signature and approval. Administration Director to follow up.
3. Clerks and Administration Director to bring all reports to Owasippe Office on a pre-arranged schedule by Chief Clerk
4. Town trip arrangements - schedule an active program for Stayovers

4:00 General swim for Stayovers and staff men who have finished their reports and work.

5:30 Supper - Grace led by _____

Announcements:

1. Church services
2. Town trip arrangements
3. No Staff leave until inventories and reports are in.
- 4.

11:00 All in Camp

Note: Administration Director

1. Inventories completed, correct and in to proper person at Owasippe Office
2. Check Clerk to see that all reports are in - no town leave unless they are in - this goes for all staff
3. Camp Director you are directly responsible for all Stayovers and Staff insist upon bed checks. Double check the person you put in charge.

FOURTEENTH DAY - SUNDAY

- 7:30 Reveille - Flag raising by _____
- 7:45 Church call -everybody to church
- 8:00 Church - Be at church by 8:00 A.M. sharp
- Camp Director's responsibility
- 9:00 Breakfast - grace led by _____
- Announcements - Camp Director
1. Stayover activities announcements - extra swimming, boating , etc.
 2. Clean up camp and re-set it up for new period
- 1:00 Lunch
1. Announcement of Staff Meeting - 2:00 P.M. Where? _____
 2. Administration Director to follow up poorly prepared reports - correct them, etc.
- 2:00 Staff Meeting (Camp Director & Administration Director)
1. a. Meet new coordinator
 - b. Assign Staff to re-set camp - also clean up
 - c. Inspection of Staff quarters - clean them up
 - d. Inspection of all departments - repairs - clean up
 - e. Administration Director continue to follow up poorly prepared reports. They must be in and corrected before arrival of the new campers.
 - f. Inventories of Store, Commissary, etc. completed
- 3:00 Continue to realign and set up camp
- When job is done - swimming
- 6:00 Supper - Grace led by _____
- Announce:
- Special Stayover activity for twilight period and evening campfire
- 10:00 Taps - Bed check - double check - Camp Director with person in charge of Stayovers - also Staff

OWASIPPE SCOUT CAMPS

CHICAGO COUNCIL, BOY SCOUTS OF
AMERICA

MEMO TO: Administration Directors
Camp Directors
Camp Clerks
Town Leaders (Appointed by Camp Directors)
Duty Drivers

SUBJECT: Stayover Town Leave for Saturday _____, 1953 (Fill in proper date)

Transportation and Supervision

Supper at 5:30 P.M.

Price

Round Trip for Owasippe Lake Campers 15¢
Round Trip for Big Blue Campers 25¢

Round trip tickets will be furnished by the Owasippe Office's Chief Clerk and sold by the local Camp Clerk, who will account for all tickets in his "Daily Return". The tickets are numbered and space is provided for Scout's name, Camp and Troop number. Have the Scouts fill this in. Tickets are to be sold Saturday afternoon and are good only on day of sale.

Leave Local Camp in the following sequence:

Camp Stuart	6:30 P.M.	Parade Ground
Family Camp	6:35 P.M.	Top of Hill
Camp Beard	6:40 P.M.	Parking Circle
Camp West	6:50 P.M.	Stanton Lodge
Camp Blackhawk	6:15 P.M.	Loading area just off gravel road

Supervision

There must be an adult staff member for each Camp party to and from town (to ride in the body of the truck) with the Scouts and to be held responsible for loading procedure, town conduct, and the return of all the campers to their respective camps. This adult staff member is to be assisted by one additional Leader to every fifteen (15) boys on town leave. These leaders will be transported without charge; the Administration Director to give these leaders a written note certifying that he is on duty. Also notify the Chief of Party from the Owasippe Office (_____) who those leaders are.

Loading Procedure

Line Scouts up according to numbers on the tickets. All for Tickets #1 Check to see that his name, etc. is printed on the ticket, give boy his return stub and let him get on truck. The stub end which you retain, will serve as a check list of the return trip.

Leave Whitehall (North of the intersection having the Stop and Go Light)

Leave Whitehall 11:00 P.M.
Camp Stuart and Camp West West side of Street
Camp Beard and Camp Blackhawk East side of Street

Trucks are to be spaced 300 yards apart, faced in proper direction of travel. Again line up boys according to numbers on their tickets and call for Ticket No. 1, etc. Should a Scout or Leader not answer you have his name and Troop number on the first part of the ticket.

Report "All Clear" and loaded or absentees members to the Chief of Party from the Owasippe Office. (Chief of Party _____)
This should be completed by 11:15 P.M. Upon return to Camp, bed check is in order. Call Owasippe Office should absentee members be in Camp. Some one will be on duty until Chief of Party checks in.

Town Conduct

Town conduct of staff and campers should be credit to your Camp. Suggested points to be avoided are: Hitch hiking, rough house in stores and theatre, smoking, petty thievery, etc.

See attached sheet for aid

Robert E. Pegel
Program Director

Approved:
Jack F. Conley
Chief Camp Director

TOWN LEAVE CONDUCT

The following is sent for your use in planning town leave.
Several suggested methods of use are:

1. Post in a conspicuous place for all to read.
2. Read to group while discussing town leave
3. Use as a basis for discussion of town leave conduct

At Owasippe we have always followed doing all that is possible to be considerate of our neighbors. By so doing we make ourselves welcomed in this community. The residents of Whitehall are our neighbors and friends, as well as the many property owners whose property we cross on our many trails through the woods. Some live in the town of Whitehall. All of us have great pride in the town or city in which we live and we can not have a kindly feeling toward anyone who is "R-a-z-z-i-n-g" our town or makes any kind of derogatory remarks against our town. This is equally as true of the people in this area as it is with us. None of us like to have anyone make wise or kidding remarks to our sisters or mothers. Let's keep this in mind while on town leave. If we do this, I am sure we will conduct ourselves in a proper neighborly manner. We will all be happier if we cheer for these people and their town, rather than for any of us to make feeble attempts to show that we are sophisticated.

It is well for each of us to know that the businessmen of Whitehall presented our Owasippe Scout Camps with the 40 acre piece of land through which we hike in going to and from the Scout Train. Also discount prices have been given to our Camps by the store owners of both Whitehall and Montague. This saves the camps money which can extend our budget to buy many needed articles. Though our city of Chicago has much to be proud of, it also has many things of which we-as-good-citizens should be ashamed. There is an old saying that "People who live in glass houses should not throw stones."

Each of us can either uphold the Honor of Scouting or can discredit our organization, depending on our conduct and appearance. You and I are only a few of over a million brother Scouts.

WE SHOULD NOT LET THEM DOWN

WE HAVE ALL TAKEN A SCOUT OATH

DON'T LET YOURSELF DOWN

Robert E. Pegel
Program Director

FIRE DRILLS WITHIN LOCAL CAMPS

Camp Director's Responsibility

PURPOSE

To be Prepared - to save life and property. Being aware of what to do in emergencies beforehand is most worthwhile and practical. What to do is typically good Scouting.

Practice early in each period - know "Fire Call."

1. At "Fire Call" every Scout report AT ONCE to his own campsite and await own Troop Leader and instructions.
2. Gather all pails (full of water) hold fast at campsite. Wait for orders.
3. Bring all shovels and other fire-fighting equipment to a central location in each Camp. Administration Director to designate this spot in advance.
4. Each member of Resident Camp Staff to have a specific station assignment in advance, such as fire hose, fire barrels, wash down hose on dishwashing platform, water outlets dining halls, other camp buildings.
5. Camp Director, Coordinator, Administration Director or other appointed Leader to take charge of bucket lines - one for passing buckets and water to the fire - another to return empty buckets. Buckets must at all times be passed carefully from hand to hand NOT THROWN. Use plenty of supervision.
6. Have several Safety and First Aid men assigned in advance - wear a designating marker.

Duties:
 - a. Render aid
 - b. Account for every one in camp
 - c. Remove hazards
 - d. Watch for overcome fire-fighters
 - e. Go thru every building if possible to bring out persons
 - f. Notify Health Officer of injured or overcome persons
7. Health Officer set up, supply and maintain Emergency Aid Station near scene of fire.
8. Notify Owasippe Office by all means. In real emergency we can shut off electric power - get more help, etc.

FIRE AND ACCIDENT PREVENTION

Administration Director's responsibility
(Camp Director to spot check)

1. Keep all water buckets filled with water in all camp sites.
2. Check all buildings for rubbish, oily rags, etc.
3. Look for red six inch spots, location of filled fire extinguisher, have Quartermaster check every day.

BETTER SAFE THAN SORRY

Properly marked containers - Be it a barrel or a quart can

May save an injury or life - and it may be your own

Avoid all glass containers

PAINT ALL CONTAINERS - N-O-W

RED for GASOLINE

GREEN for KEROSENE

BLUE for TURPENTINE

ORANGE for CREOSOTE

BLACK for ENGINE OIL

FIRE CONTROL ON ALL HIKES AND ARROW ACTIVITIES

If the present dry spell continues the following suggestions should be enforced:

1. Fire area must be cleared down to sand bottom and ditched.
2. Small fires are in order
3. Put out all fires with water and sand - In other words:
DROWN YOUR FIRE AND THEN BURY IT
4. Break your match before dropping it.
5. Smokers - be sure it's out. DEAD OUT!
Use the ash trays in your car when driving.
6. Talk it over with your Leaders about the advisability of having only the adult Leaders carry matches. We may have a couple of "Fire Bugs" with us.

FIRE PREVENTION

FIRE CONTROL - ARROW ACTIVITIES
ON THE TRAIL

DAILY CONTROL - Page 43

CAMP SITE HEALTH & SAFETY CHECK-UP
Owasippe Scout Camps

PURPOSE

To inculcate personal and public health and safety habits; cooperation; spirit of service; sense of responsibility; self-reliance; increased knowledge of the proper care of the body and its physical environment.

INSPECTION COMMITTEE - Plan to be decided upon by Camp Director.

Plan 1 - Chairman to be chosen at first Leaders meeting of the period from among the Volunteer Leaders in Camp. He shall be assisted by several Troop Leaders and the Health Officer.

Plan 2 - Camp Director and Camp Doctor to be the Inspection Committee

Plan 3 - Camp Director or Camp Doctor as chairman - assisted by several Troop Leaders.

TIME

The time is to be decided upon in each local camp; or it may be at any time during the day, and announced.

SUGGESTED RATINGS - No regimentation shall be attempted. The following items shall be marked as (S) Satisfactory or (U) Unsatisfactory, on Form 172b.

WHAT TO LOOK FOR

I. Grounds Shall be left as natural as possible. Refuse, such as paper, rags, boards, nails, glass, etc., should be collected and placed in the receptacles provided in each campsite. Refuse receptacles to be emptied in the incinerator pit daily. No raking PLEASE.

II. Tents 1. Sides, flaps (both front and rear) to be rolled INWARD and tied with an easily opened knot. Outward rolled flaps cause mildew and ruined tents. Replacements are hard to get.
2. Rainy weather (all sides down and all guy-ropes loosened. Don't roll damp or wet canvas).
3. Visitor's Days. (All sides down when changing clothes, etc)
4. Tent to be set and kept evenly over the tent floor
5. No nails in tent poles or ridge poles
6. All guy-ropes secured properly
7. No refuse under tent floor
8. No "bunk fatigue" in morning unless advised by Doctor
9. Floor swept clean
10. No dining hall equipment in tents
11. Wash basins properly cleaned and hanging up
12. No wire over ridge poles for lanterns - causes undue wear on the canvas

III. Bunks 1. Cots kept free from the tent canvas (not touching)
2. Cots kept clean - no sand, etc.
3. Blankets nearly rolled or folded - during the day
4. No articles between blankets, except pajamas. No candy, food, clothing, etc.
5. Bedding aired and sunned at least twice a week; preferable every day
6. Ripped canvas must be paid for.

F. 172a (1000-53) Post on Troop Bulletin Board
used by Camp Director, Coordinator, Health Officer

IV. Lantern Lantern clean and ready for use. (Free from smoke, kerosene film and filled from Blue Marked Container only). **CARE!!! LANTERNS MUST NOT HANG FROM TENT RIDGE POLE.** (See Quartermaster)

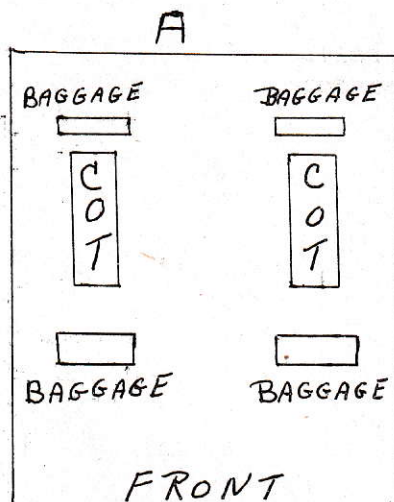
V. Personal Belongings:

1. Trunks, suitcases, valises, barrack bags, haversacks and other containers of personal belongings shall be inspected daily.
2. Damp or wet articles must be hung up outside for drying.
3. Soiled articles must be kept separate from clean clothes.

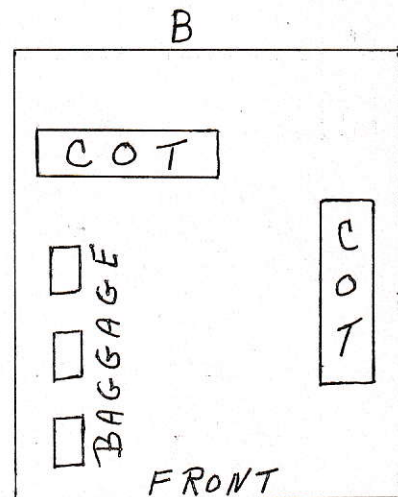
A SCOUT IS CLEAN

VI. Minimum Standards and Tent Arrangement

1. In order to comply with the Minimum Standards for Health and Safety in the Boy Scouts of America, and the American Camping Association, it becomes necessary to direct that the following layout be used in all camps, and that no exceptions be made. Two optional diagrams are offered, either way may be used, however a standard system should be used throughout a given campsite.



A. Cots side to side and separated by at least two feet between bunks. Baggage at either end of the bunk.



B. Cots in "L" shape arrangement with baggage at edge of open side of floor.

VII. Special Note:

If clothes lines are used, they must be high enough so as not to injure anyone. at least 6 ft. high and placed in rear of tents.

**HEALTH & SAFETY CAMPSITE
CHECK-UP RATING SHEET**
Owasippe Scout Camps

Camp Site _____

Date _____

TENT NO.	GROUND	TENT	BUNK	LANTERN	PERSONAL BELONGINGS	GENERAL APPEARANCE	REMARKS
A.							
B.							
C.							
D.							
E.							
F.							
G.							
H.							
I.							
J.							
K.							
L.							

S = Satisfactory U = Unsatisfactory

COMMENTS:

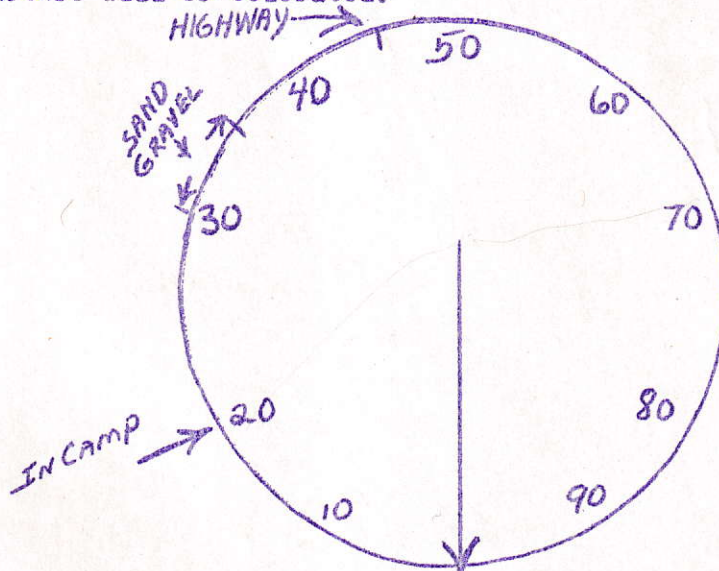
Signed _____

SUBJECT: Ownership and operation of motor vehicles while in the employ of the Owasippe Scout Camps - (Camp Director's responsibility)

1. Permission of the Chief Camp Director and Local Camp Director.
2. Proof of adequate insurance coverage for Personal Liability and Property Damage
3. Filing a copy of such insurance coverage at the Owasippe Office. The operation of vehicles without compliance with the above is strictly prohibited within or outside of camp property.
4. Improper use, speeding, noisiness, etc. of your vehicle shall be cause for the camp authorities to ask you to turn in the keys to the Local Camp Director

SUBJECT: Speed control for all camp vehicles, boy loads and Staff owned and operated vehicles

1. The following indicates the marking that will be placed in all vehicles, with yellow arrows indicating permissible speed under given conditions. These speeds will be strictly adhered to. No departure will be tolerated.



2. Attention is directed to the desirability of having a Leader (Jr. or Sr) in the cab. His presence will serve as a reminder and caution, and will serve as a witness, as well as placing a portion of the responsibility for speed on his shoulders.
3. MAXIMUM LOAD (PERSONNEL) A total of not more than 50 persons shall be carried aboard any $1\frac{1}{2}$ ton or 2 ton vehicle for canoe trips and not more than 60 boys in transit from the Railhead. Attention is again called to the fact that only trucks #4, 5, and 6 are insured to carry passengers.

50 per
bus

SUBJECT: Time Off Schedule - Local Camp Staff - (Camp Director responsible)

1. Regular time-off procedures to be observed
 - a. One afternoon and evening off per week, except Aquatic men who shall have two evenings off and no afternoons. Post a Time Off Schedule in Director's tent.
 - b. No more than 40% of the Local Camp Staff to be absent at the same time, thus having a given number of Staff present for any emergency that might arise.
 - c. Medical Officer at Owasippe Office to arrange for Health Officer's time off - being sure that each Lake, Blue and Owasippe, has coverage and that each Local Camp Director knows of this arrangement.
 - d. Dead line for Staff return has been fixed at ^{12:00} ~~1:00~~ A.M. unless special permission is given by the Local Camp Director (careful)
2. Time off privileges shall be revoked, at the discretion of the Local Camp Director for the following reasons
 - a. "Sleeping in" in the morning, not being on the job
 - b. Being out of Camp without permission
 - c. Conduct to, from, and in town, and in Camp should be wholesome, avoiding "flagging lifts", racing motors, loudness, horseplay, slamming of doors, etc. Let's be a credit to our organization.
3. Special short leave for a hamburger or ice cream may be arranged by the Camp Director if the 40% rule is not violated.

SUBJECT: Granting Leaves to Scouts (Camp Director's responsibility)

1. Because of numerous complaints on the part of some Unit Leaders and many Scout Parents, new emphasis must be placed on the matter of permitting Scouts to go to Town.
2. It has never been the policy of the Scouts to permit the boys to go to Town, with the exception of Visitors Day, when the parent or relative has made specific request to the Director. Even in this case we insist on the boy making his return prior to 10:00 P.M. See that Unit Leaders know of this leave.
3. The privilege of granting this leave has always been that of the Camp Director, and not that of the Scoutmaster, since it is the Camps who will ultimately be held responsible for the boys' safety and welfare. It is most important that absolutely no exception be made at night. The privilege of leaders to check out of Camp, is not to be extended to any other than the Senior Leader (or those over 18 years of age as Junior Leaders) to be out of Camp at night, and they shall check out with the Director, having shown that provision has been made for the care of the unit in their absence, and that their conduct be wholesome and a credit to our organization.
4. Many reasons can be given for the stringency of these regulations, namely we, the volunteer and resident staff man are charged with the obligation of caring for these boys. We cannot do so by absenting ourselves, or by extending permission that the Scout parents would not grant under the same circumstances. Attention is called to the fact that we are in the midst of a resort and vacation area, many drivers have been drinking, and it is from among these that our boys "flag lifts to town", this alone endangers them, but in addition we dare not discount the dangers of possibly subjecting them to moral degenerates, an experience not infrequent under these circumstances.
5. Conditions are such that we can no longer assume that all is well, but must insist on the cooperation of the leaders and the campers in this matter for their protection and welfare, and for the reassurance and peace of mind of the parents who have entrusted their sons to our charge.

SUBJECT: Lost and Found

1. In the past several years, poor practices have come into being in the Local Camp in the handling of Lost and Found items. In some instances it has become a grab-bag for the Staff, or total lack of care has been shown, and lastly not making a reasonable effort to return things to the proper owners.
2. It becomes necessary, therefore, to direct the following practices as standard operating procedure:
 - a. Lost and Found shall be maintained in each camp by the Clerk - supervised by Administration Director
 - b. Reasonable effort will be made in returning items to owner, through periodic announcements in the dining hall. (Auction of lost and found shall not be permitted under any circumstance)
 - c. All items that are damp shall be dried, to prevent mold, and then placed in Lost and Found
 - d. Aquatic personnel will be responsible for clearing the beach each day, and returning found articles to the Clerk.
 - e. At the close of each period, the Clerk will be responsible for boxing all remaining articles and directing them to the Owasippe Office, indicating the camp and period. Box shall be directed to the attention of Administration Director at the Owasippe Office.
 - f. All serviceable or salvagable articles left in the camp-sites as discarded clothing will be similarly directed to the office, these will be laundered and disposed of through the charitable agencies. All articles of value, with or without identification will be shipped to Chicago, where they may be claimed by owner.

ADVANCEMENT COMMITTEE INSTRUCTIONS FOR OWASIPPE 1953

1. Board of Review for Second and First Class Rank shall be limited to those Troops who have their Troop Board of Review in Camp.

2. APPROVED MERIT BADGES FOR ALL OWASIPPE CAMPS

The Merit Badges listed below may be completed at Camp if properly qualified counselors are present. Completed badges, signed by the Counselor, will be given to your Unit Leader at Camp for his signature and forwarding to the Chicago Council Record Service.

Those Merit Badges may be earned by all Scouts, Second Class and above with this exception: the badges marked with an asterisk (*) may not be earned by a Second Class Scout unless he has completed the First Class Scoutcraft requirement or requirements related to the badge desired. The necessary First Class requirements are listed after the Merit Badge. It shall be the responsibility of the Unit Leader in Camp to certify that a Scout in his Troop is qualified according to the above National ruling.

Archery	Hiking	Rocks & Minerals
*Astronomy (none)	Indian Lore	*Rowing(5, Swimming)
Bird Study	Leatherwork	*Surveying (2)
*Camping (1a,1b,3,7)	*Life Saving (Swimming, 5)	*Swimming (5)
*Canoeing (Swimming)	Nature	Weather
*Cooking (4)	*Pioneering (3a,3b)	Wild Life Management
Fishing	Personal Fitness	Woodcarving
Geology	Public Health	Soil & Water Conservation (except req. #2)
		*Zoology (5)

3. Scout Life Guard must be First Class or Explorer equivalent and hold Swimming, Rowing and Life Saving Merit Badges. Unit Leader in Camp must certify in writing that the Scout in his Troop is qualified. Certification must be stapled to the Scout Life Guard application.
4. Partial completion of a Merit Badge or Scout Life Guard may be certified by an approved Merit Badge Counselor (See Form No. 187)

NOTE: All Counselors and Staffmen MUST use Check List for Merit Badges (Form 192). Use it as a work sheet, keep it clean and neat. This Check List to be turned into the Clerk with period reports. He shall summarize and correct the reports according to the Check Lists - supervised by the Administration Director.

All reports and check lists shall be given to the Chief Clerk at the Owasppe Office, who in turn shall check the reports, and send the Check Lists to the Chicago Council.

Approved: Advancement Committee, Chicago Council, Boy Scouts
of America, March 10, 1953.

CHICAGO COUNCIL, BOY SCOUTS OF
AMERICA

MERIT BADGE

CAMP

PERIOD _____

[illegible]

Summarized by Camp Clerk, checked by Chief Clerk, sent to Chicago Council, BSA

IMPORTANT DEPARTURE SCHEDULE

1. Reveille - 6:00 A.M.
Bring baggage to central loading point in each Camp on way to breakfast
Assign - Two to four willing, husky helpers. They should eat early.
Check - a. Proper packing - have extra binders twine
b. Having baggage tags - properly marked
c. Trunks ONLY to be marked for
92nd - 63rd - Grand Central
d. An adult Local Camp Leader to be assigned by Administration Director for the above checks.
2. Baggage - At the Big Blue Camps baggage must be ready to move at 6:30 A.M. The first campers to move will be Blackhawk followed by Wilderness, Hiawatha Beach and Pioneer - See Truck Schedule. Head Ranger in first personnel truck.
3. Breakfast - 7:00 A.M. - Check with Administration Director
4. Family Camp Baggage will be placed with the baggage of the Camp from which the Troop Leaders come - Beard - Stuart - etc. at Lakewood Crossing
5. On Train Landing - baggage should be placed in line - baggage tags up for easy identification.
6. Owasippe Lake Campers hike to train - 8:30 A.M.
7. Upon train arrival - Pegel to mark railroad coaches by Camp.
8. Load coaches only be direction of Local Camp Director. Okay given by Pegel. This is a MUST
9. a. Load by all doors - car leaders assisting
b. Car leaders to see that all train lunches are aboard
c. When all Scouts, leaders, baggage, etc. are aboard your car CLOSE DOORS and keep them closed.
10. Train Stops at 92nd st., 63rd St., and Grand Central Station
11. Train Tickets - Administration Director's responsibility
12. Train Arrival - In Chicago 3:30 to 4:00 P.M. C.D.S.T.
13. Instruct all Leaders - Keep windows closed.

Be sure that your Camp is cleaned up and the equipment is in good order before your Troops leave.